

Placement Description

1	<i>Placement Details</i>
	Title: Part-time Chaplaincy Assistant Responsible to: The Methodist Chaplain Accountable to: The Methodist Circuit (through the Methodist Chaplain)
2	<i>Placement Purpose</i>
	<ul style="list-style-type: none"> ▪ Spirituality To develop pastoral sensitivity and responsiveness, encouraging students and supporting worship. ▪ Community To develop skills in ministry, providing a ministry of welcome and hospitality.
3	<i>Placement Dimensions</i>
3.1	Assist students to develop their faith by: <ul style="list-style-type: none"> ● Sharing in patterns of Christian worship at the Junction. ● Meeting with students for study and conversation. ● Encouraging active participation of students in Junction events and services.
3.2	Contribute to the life and worship of the Junction, by: <ul style="list-style-type: none"> ● Organising social events to develop a sense of community within the Junction and with students worshipping in other churches in the Circuit. ● Assisting with publicity for the Junction, including its social media and web presence. ● Helping to develop the shape and patterns of worship at the Junction, and its other activities. ● Assisting with the practical arrangements for Junction worship and, where appropriate, with planning and leading services.
3.3	Contribute to the Junction's pastoral care by: <ul style="list-style-type: none"> ● Welcoming visitors and dealing with general enquiries. ● Assisting the Chaplain in relating to and supporting students. ● Offering an appropriate initial listening and pastoral response as required, and referring pastoral matters to the appropriate Chaplain. ● Exercising appropriate boundaries, discretion and confidentiality.
3.4	Support your own personal and spiritual development by: <ul style="list-style-type: none"> ● Meeting with the Methodist Chaplain on a regular basis for personal reflection and supervision on the progress of the placement. ● Undertaking any relevant mandatory training. ● Undertaking some private study as agreed with the Methodist Chaplain. ● Maintaining your own personal discipline in prayer and discipleship.

4	<i>Terms and Conditions</i>
4.1	The placement will be for one academic year beginning on 1 st September or as soon as possible afterwards.
4.2	In addition to any time spent attending worship, the placement will involve approximately 10 hours per week.
4.3	The requirements of the Methodist Church's Safeguarding policies and procedures shall be observed and met. In particular, the post is subject to DBS disclosure.
4.4	The Chaplaincy Assistant is entitled to six weeks' annual leave (<i>pro rata</i>), inclusive of bank holidays. It is expected that they will take holiday during student vacations and agree any other arrangements with the Methodist Chaplain.
4.5	The Bursary scheme does not create any relationship or contract of employment between the Methodist Church and the Chaplaincy Assistant.
4.6	Approved travel and other expenses incurred in the course of the placement will be reimbursed.
4.7	Whilst the Bursary placement does not create any relationship or contract of employment, in the event of any disciplinary or grievance matter arising, the procedures in either the current 'Complaints and Discipline' and 'Church (Lay) Employees' sections of the Methodist Church website will be applied.

Person Specification and Shortlist Criteria

	REQUIREMENTS	
CATEGORY	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> ▪ Student of the University of Sheffield or Sheffield Hallam University 	<ul style="list-style-type: none"> ▪ Postgraduate or mature student
Skills & Knowledge	<ul style="list-style-type: none"> ▪ Ability to articulate and express a lively faith, which is thoughtful, generous and compelling ▪ Excellent communication and interpersonal skills ▪ Computer literate ▪ Commitment to and interested in learning about student ministry ▪ Ability to work effectively with others and independently ▪ Ability to exercise discretion and confidentiality 	<ul style="list-style-type: none"> ▪ Experience of work in the voluntary sector ▪ Knowledge and understanding of ecumenical issues ▪ Experience of exercising pastoral care, in a church or other environment
Other Factors	<ul style="list-style-type: none"> ▪ <i>Either</i> a practising Member of the Methodist Church <i>or</i> a committed Christian in sympathy with the Methodist tradition. ▪ A natural empathy with and understanding of the student experience. ▪ A satisfactory disclosure through the Disclosure and Barring System. 	<ul style="list-style-type: none"> ▪ Potential to benefit personally or vocationally from this training placement